

INTRODUCTION

The Community Development Block Grant (CDBG) Program Application Guidelines for Public Facilities Projects for the May, 2006 Grant Competition

These guidelines explain how cities, towns, and counties can apply for financial assistance for federal fiscal year (FFY) 2007 funds under the Community Development Block Grant (CDBG) Program. In addition to providing information regarding the types of public facility projects and activities which are eligible for funding under the CDBG program, these guidelines set out the general policies for CDBG and the special requirements and ranking criteria which the Montana Department of Commerce (MDOC) will use to evaluate applications for Public Facilities projects. The uniform application form, and the preliminary engineering report and environmental requirements are in a separate publication, the Uniform Application for Montana Public Facility Projects, Fifth Edition (October, 2005).

Montana's CDBG program is a federally funded, competitive grant program designed to help communities of less than 50,000 population with their highest priority community development needs. All CDBG projects must principally benefit low and moderate income persons. The program was established by the federal Housing and Community Development Act of 1974. The Montana Department of Commerce (MDOC) administers the program under contract with the U.S. Department of Housing and Urban Development (HUD). In 1982, MDOC took over administration of the "Small Cities" CDBG program for communities of less than 50,000 population from HUD. The MDOC Business Resources Division administers the Economic Development category. The MDOC Community Development Division administers the Housing and Public Facilities categories.

Bush Administration Proposes 25% Cut for 2007 CDBG Funding

Since the Department of Commerce began administering the State CDBG Program in 1982, the annual budget for the CDBG program that has been set by Congress had seldom varied, up or down, by more than about five percent. However, last year, the Bush Administration proposed terminating the CDBG program. After Congressional hearings and debate, in December, 2005, Congress rejected eliminating the program and instead approved a 10% cut in the budget for CDBG. This resulted in a cut for Montana from the FFY 2005 level of \$7,626,300 to \$6,886,683 for FFY 2006.

This year, the President's FFY 2007 budget does not propose eliminating the CDBG program; however, funding would be cut by 25% from the FFY 2006 level.

The Montana CDBG Program will proceed with the development of application guidelines for the FFY 2007 (calendar year 2006) CDBG program, assuming a funding level equal to the 2006 program, until more definitive information regarding the status of the CDBG budget is received. The Montana CDBG Program will try to keep Montana local government officials, and others interested in the CDBG program, informed of any new developments regarding the proposed cut in funding. If local governments would like to receive updates on the CDBG budget cut issue, contact Joanne Gilbert at (406) 841-2791 or e-mail address: jgilbert@mt.gov.

Since 1982, Montana communities have received over \$160 million dollars in CDBG funds to address a variety of critical community needs, while principally benefiting low and moderate income families. This CDBG funding has been matched with other federal, state, and local funding to accomplish hundreds of millions of dollars of important local economic development,

housing, and public facility projects. In fact, there are few Montana communities that have not benefited from the CDBG program at one time or another.

Organization of the Public Facilities Guidelines

If you have not previously worked with Montana's CDBG Program, the volume of the guidelines may, at first, seem a bit overwhelming. This is in part because CDBG is able to fund such a wide variety of community development projects. Also, because of the federal requirements involved, there is considerable "red tape" involved in applying for and administering a Community Development Block Grant; however, even very small communities have demonstrated that they can successfully apply for and administer a CDBG project.


In addition to these guidelines, MDOC has prepared supplementary materials to help local officials prepare CDBG applications and comply with the various requirements. These include items such as sample income survey forms, budget forms, formats for public hearing announcements and local government resolutions, and computerized application formats, including checklists to help make sure that the application is complete.

Copies of the application materials for the Public Facilities category will be distributed at regional application workshops or may be ordered from the MDOC's Community Development Division at the address noted below or may be downloaded from the MDOC website:

http://comdev.mt.gov/CDD_CDBG_PF.asp

If you have any questions regarding Montana's CDBG Program, please contact us.

Local officials and staff or private consultants or engineers are welcome to contact or meet with the MDOC CDBG staff to discuss any questions or concerns they may have regarding the CDBG guidelines, or the uniform application form, preliminary engineering report outline or environmental checklist found in the *Uniform Application for Montana Public Facility Projects, Fifth Edition (October, 2005)*. Any inquiries regarding the program or potential CDBG projects should be made as far in advance of the application deadline as possible.

 MDOC has a variety of resources to assist you in preparing your grant application. You can borrow copies of previously successful public facility applications submitted by communities and other related reference materials are available upon request from MDOC staff.

The *Uniform Application for Montana Public Facility Projects, Fifth Edition (October, 2005)* is also available on computer disk and from the Water, Wastewater and Solid Waste Action Coordinating Team (W2ASACT) website on the Internet at: <http://dnrc.mt.gov/cardd/ResDevBureau/uniform.asp>. The *CDBG Application Guidelines for Public Facility Projects* are available in Microsoft Word format on diskette or CD from our office or may be downloaded from our website:

http://comdev.mt.gov/CDD_CDBG_PF.asp

For a copy of the application guidelines for economic development projects, contact:

**CDBG Program - Economic Development
MDOC/Business Resources Division
301 South Park Avenue - P.O. Box 200501 - Helena, MT 59620-0501
Phone: (406) 841-2734 FAX: (406) 841-2731**

For additional copies of the Application Guidelines and Application Supplements for Housing or Public Facilities projects or a copy of the application forms on a computer diskette, contact:

**CDBG Program - Housing and Public Facilities
MDOC/Community Development Division
301 South Park Avenue - P.O. Box 200523
Helena, MT 59620-0523**

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Alternative accessible formats of this document will be provided upon request. If you need this document in an alternative format, such as large print, Braille, audio tape, or computer diskette, please contact the Montana Department of Commerce Community Development Division at (406) 841-2791, TDD (406) 841-2702, or the Relay Services number, 711.